SMART

SOUTH EAST CORNWALL
MULTI ACADEMY TRUST

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January 7th, 2021

Online Teams Meeting

Dear Parents and Carers,

We are delighted to be holding an increased amount of 'live' sessions with children during this lockdown and this will support both well-being and academic progress. By supporting your child to join the meetings you are agreeing to the following. Please share these with your child prior to the Teams meetings:

- Before the meeting starts try to tell everyone in the house so they can reduce their internet use and background noise if possible.
- The sessions are going to be recorded for safeguarding reasons and to support children who cannot attend live sessions. These are available only to people in your Team to watch for a short period of time after the session and are then deleted after approximately 20 days.
- If any child uses inappropriate language or does not follow the rules they will not be invited to participate again and will be removed from the Team. The sessions could be stopped immediately.
- Only use any chat panels unless asked to.
- Be mindful of the background behind you that contains personal details such as a noticeboards or photos. We recommend you use the background blurring filter.
- If using a phone, put the phone on silent or, if you are using it for the Teams session, silence notifications.
- Never take screenshots of the screen.
- If a resource is being talked about, make notes so you don't need to take pictures. There is a files area where teachers can upload files for you to access.
- Never attempt to record or take pictures of a recording yourself.

We look forward to supporting children as well as we possibly can. We are learning too! No doubt we will all have internet issues at times and technology difficulties so bear with us if for unknown reasons the sessions are shortened.

Best wishes

Mrs Pipe
Acting Head Teacher